



State of Louisiana
DIVISION OF ADMINISTRATION

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OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

November 19, 2001

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-28

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: Quarterly Wage Reporting to the Department of Labor

At the end of each quarter a file including all of the required quarterly reporting information will be generated from ISIS HR and will be sent directly to the Department of Labor. With the new ISIS HR system, agencies are no longer required to prepare and send the Quarterly Wage Report (LDOL-ES4) to the Department of Labor for ISIS HR activity.

OSIS has been working with the Department of Labor and OSUP for several months to finalize the file for the June 2001 quarter which was sent to the Department of Labor the week of October 29, 2001. Agencies were notified by ISIS via e-mail November 1, 2001, that work parish information was missing on some employees, and instructions were given on how to correct the errors. If the information was corrected timely, it was included in the file for the September 2001 quarter, which was sent to the Department of Labor last week.

The DOL Quarterly Wage Record Report (ISIS Transaction Code ZF67) is available to review the information sent on the June and September files and to review information that will be sent on subsequent files. The DOL Wage Exclusions Report (ISIS Transaction Code ZF68) is available to review employees who were excluded from the files. On-line help is available for both reports.

Corrections to the wage information reported to the Department of Labor for the June and September quarters should be corrected following the procedures outlined in the Standard Accounting Procedures Manual (Section 4.04, item number 8). Corrections may be necessary to include activity processed through UPS after conversion to ISIS HR. The attached reports must be used to accomplish this. OSUP will also report the UPS activity to the Department of Labor via magnetic media. Corrections may also be necessary for employees appearing on the DOL Wage Exclusions Report (ISIS Transaction Code ZF68). Agencies must run this report and determine if wage data information reported to the Department of Labor should be corrected.

Questions should be addressed to a member of the Wage and Tax Administration Unit:

Cindy McClure 342-1652
Rhonda Desselle 342-8928

Rachel Bryant 342-1651
Lawanna Green 342-0714

JWC:RJB/kmb

Attachments